

MeetingPlace

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Overview

- Introduction
- Attending by phone
- Attending with web browser
 - Sharing applications
 - Electronic whiteboard
 - Presentation mode
- Scheduling meetings
- Reference cards
- Summary

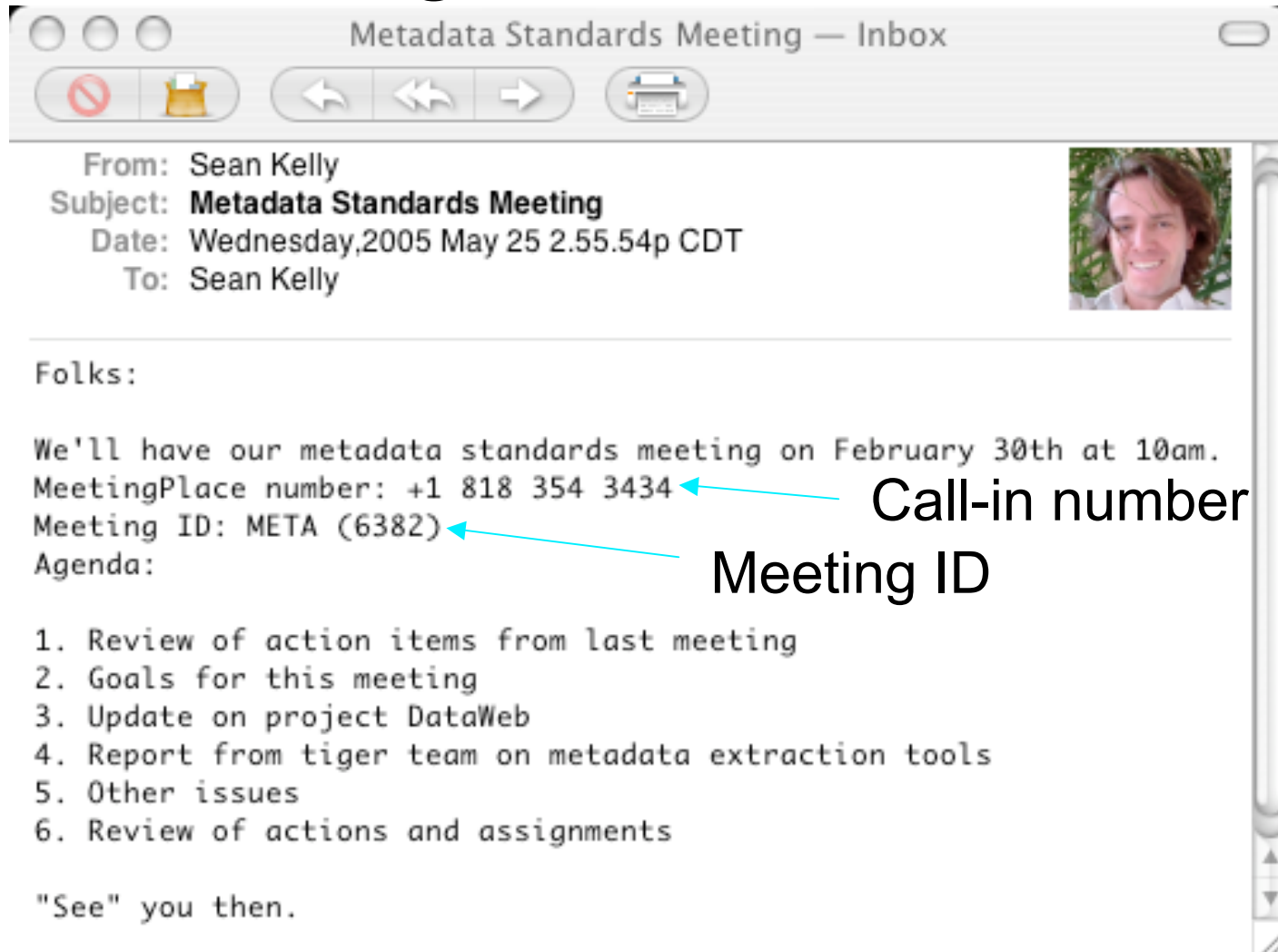
Welcome to MeetingPlace

- Tele-conferencing system
 - Telephone based
 - Web based
- Features
 - Audio conferencing
 - Electronic whiteboard
 - Shared applications
 - Annotations and presentations

Attending a Meeting

- Receive meeting announcement
 - Usually by email
- Call into MeetingPlace
- Enter meeting ID number
 - If a private meeting, enter passcode
- State your name
- Join the meeting

Meeting Announcement



MeetingPlace Call-in Number

- It's +1 818 354 3434
 - If at JPL, just dial 43434
- Can't afford long distance?
 - JPL has a toll free number
 - +1 800 FOR JPL4 (+1 800 367 5754)
 - Dial it, then wait for stutter dial tone
 - Then dial password: JPL (575)
 - Then dial 43434 for MeetingPlace

During the Meeting

- If you're the first to "arrive"
 - Press * to turn off the sleepy lounge jazz
- Arrivals and departures are announced by MeetingPlace
 - Optional: set when meeting is scheduled
- If your phone doesn't have a MUTE key
 - Press #5 to mute
 - You can still listen in
 - Press #5 again to un-mute

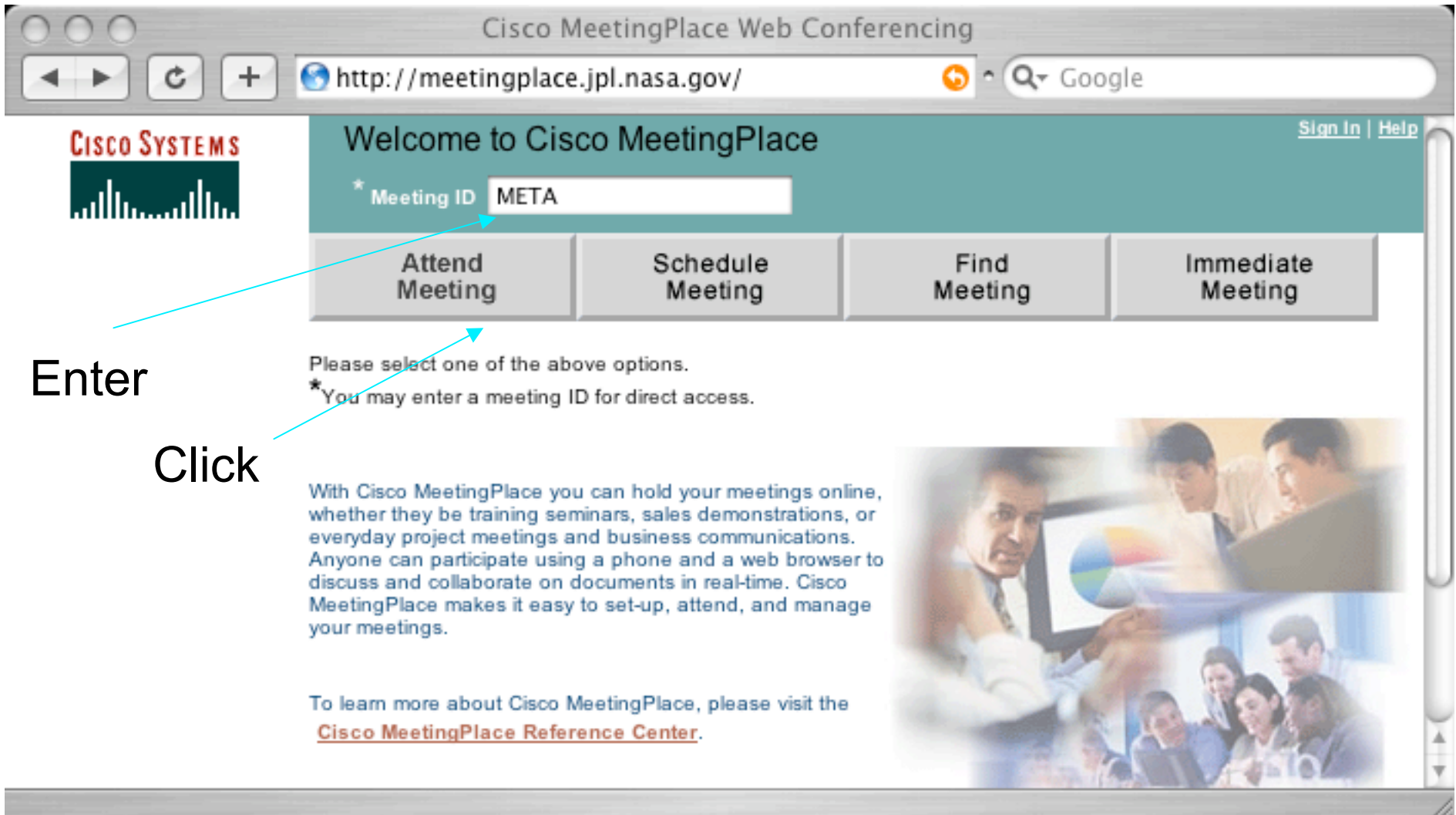
Ending the Meeting

- Meetings are for set durations
 - MeetingPlace warns of end of meeting
 - 10 minutes prior
- If MeetingPlace resources permit
 - Meetings will be automatically extended
 - By 30 minutes at a time
- Options set when meeting scheduled

Going Interactive

- Visit <http://meetingplace.jpl.nasa.gov/>
- Browser requirements
 - Mac OS X Panther or Tiger: use Safari 1.2 or later
 - Windows
 - Use Internet Explorer 5.5 or later
 - Use Netscape Navigator 7.0 or later
 - Solaris 7 or later
 - Use Netscape Navigator 4.78
 - Use SunForum 3.1
 - Red Hat Linux: use Mozilla 1.4.3

Attending Web Meeting



The screenshot shows a web browser window titled "Cisco MeetingPlace Web Conferencing" with the address bar displaying "http://meetingplace.jpl.nasa.gov/". The page features the Cisco Systems logo on the left and a teal header with the text "Welcome to Cisco MeetingPlace" and links for "Sign In" and "Help". Below the header is a form with a "Meeting ID" field containing the text "META". Four buttons are visible: "Attend Meeting", "Schedule Meeting", "Find Meeting", and "Immediate Meeting". A red arrow points from the word "Enter" to the "Meeting ID" field, and another red arrow points from the word "Click" to the "Attend Meeting" button. Below the buttons, a message reads: "Please select one of the above options. *You may enter a meeting ID for direct access." Further down, a paragraph describes the capabilities of Cisco MeetingPlace, and a link to the "Cisco MeetingPlace Reference Center" is provided. On the right side of the page, there is a collage of images showing people in various meeting scenarios, including a man pointing at a screen, a group of people in a meeting, and a man looking at a laptop.

Cisco MeetingPlace Web Conferencing

http://meetingplace.jpl.nasa.gov/ Google

CISCO SYSTEMS

Welcome to Cisco MeetingPlace [Sign In](#) | [Help](#)

* Meeting ID

Attend Meeting **Schedule Meeting** **Find Meeting** **Immediate Meeting**

Enter

Click

Please select one of the above options.
*You may enter a meeting ID for direct access.

With Cisco MeetingPlace you can hold your meetings online, whether they be training seminars, sales demonstrations, or everyday project meetings and business communications. Anyone can participate using a phone and a web browser to discuss and collaborate on documents in real-time. Cisco MeetingPlace makes it easy to set-up, attend, and manage your meetings.

To learn more about Cisco MeetingPlace, please visit the [Cisco MeetingPlace Reference Center](#).

Sign In

The screenshot shows a web browser window titled "Cisco MeetingPlace Web Conferencing". The address bar contains the URL "http://meetingplace.jpl.nasa.gov/mpweb/scripts/". The page header includes the Cisco Systems logo and a "Welcome to Cisco MeetingPlace" message with a "Home > Sign In" breadcrumb. The main content area is titled "Attend Meeting". It presents two options for signing in: "Are you a guest user? Please enter your name." and "Do you have a Cisco MeetingPlace profile? Please login.". The first option has a text input field with "Pat" entered, preceded by the text "My name is". The second option has fields for "User ID" and "Password", with a "Remember Me" checkbox. A yellow "OR" is placed between the two options. At the bottom, there is a "Meeting ID" field with "META" entered and an "Attend Meeting" button. Two blue arrows with labels point to the form: "Enter" points to the name input field, and "Click" points to the "Attend Meeting" button.

Cisco MeetingPlace Web Conferencing

http://meetingplace.jpl.nasa.gov/mpweb/scripts/ Google

CISCO SYSTEMS

Welcome to Cisco MeetingPlace
[Home](#) > [Sign In](#) [Help](#)

Attend Meeting

Are you a guest user?
Please enter your name.

My name is

OR

Do you have a Cisco MeetingPlace profile?
Please login.

User ID

Password

☐ Remember Me

Meeting ID

Enter

Click

Join the Meeting

Current Meeting

http://meetingplace.jpl.nasa.gov/mpweb/scripts/ Google

CISCO SYSTEMS

Welcome, Pat
[Home](#) > [Current Meeting](#) [Sign Out](#) | [Help](#)

Connect Me

Join the web conference

[Connect](#)

Meeting Information

Meeting ID	6382
Phone Dial-in	818-354-3434 (Main)
Date	MAY 25, 2005
Time	8:00AM (America/Los_Angeles)
Length	60 (minutes)
# of Locations	4

Options

Attachments/Recordings (0)

Invitees

Click

Meeting Applet

- Java applet handles interactivity
 - Signed applet
 - If you trust Cisco Systems, trust the applet

Trusting the Applet



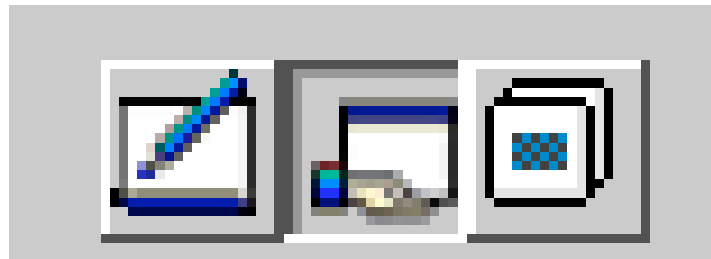
Click

MeetingPlace Modes

- Application Sharing
 - One “driver” at a time
 - Or driver can enable collaboration
- Whiteboard
 - Drawing tools, text, for everyone to see
 - Anyone can draw at any time
- Presentation mode
 - Display of PowerPoint (only) presentations

Mode Selection

Application (current)

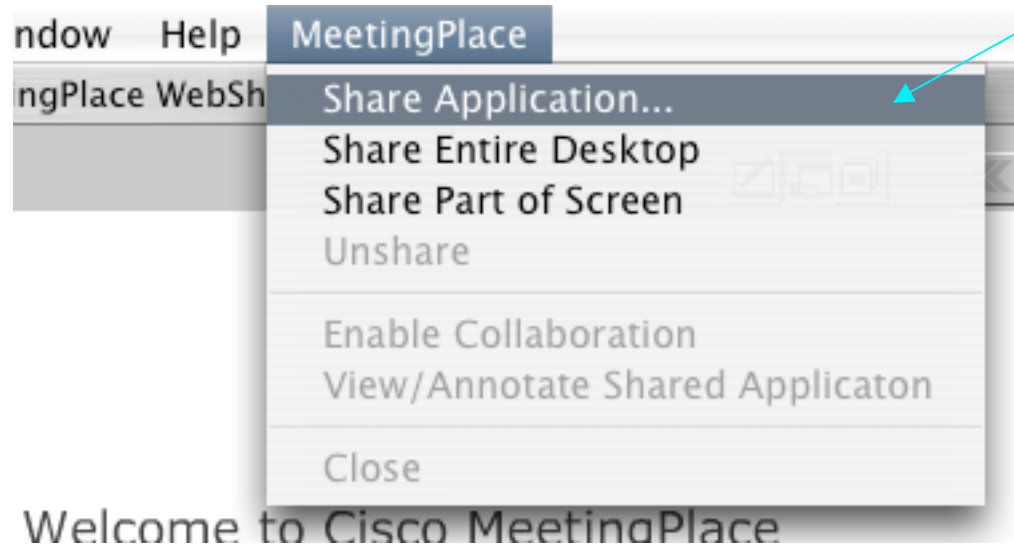


Whiteboard

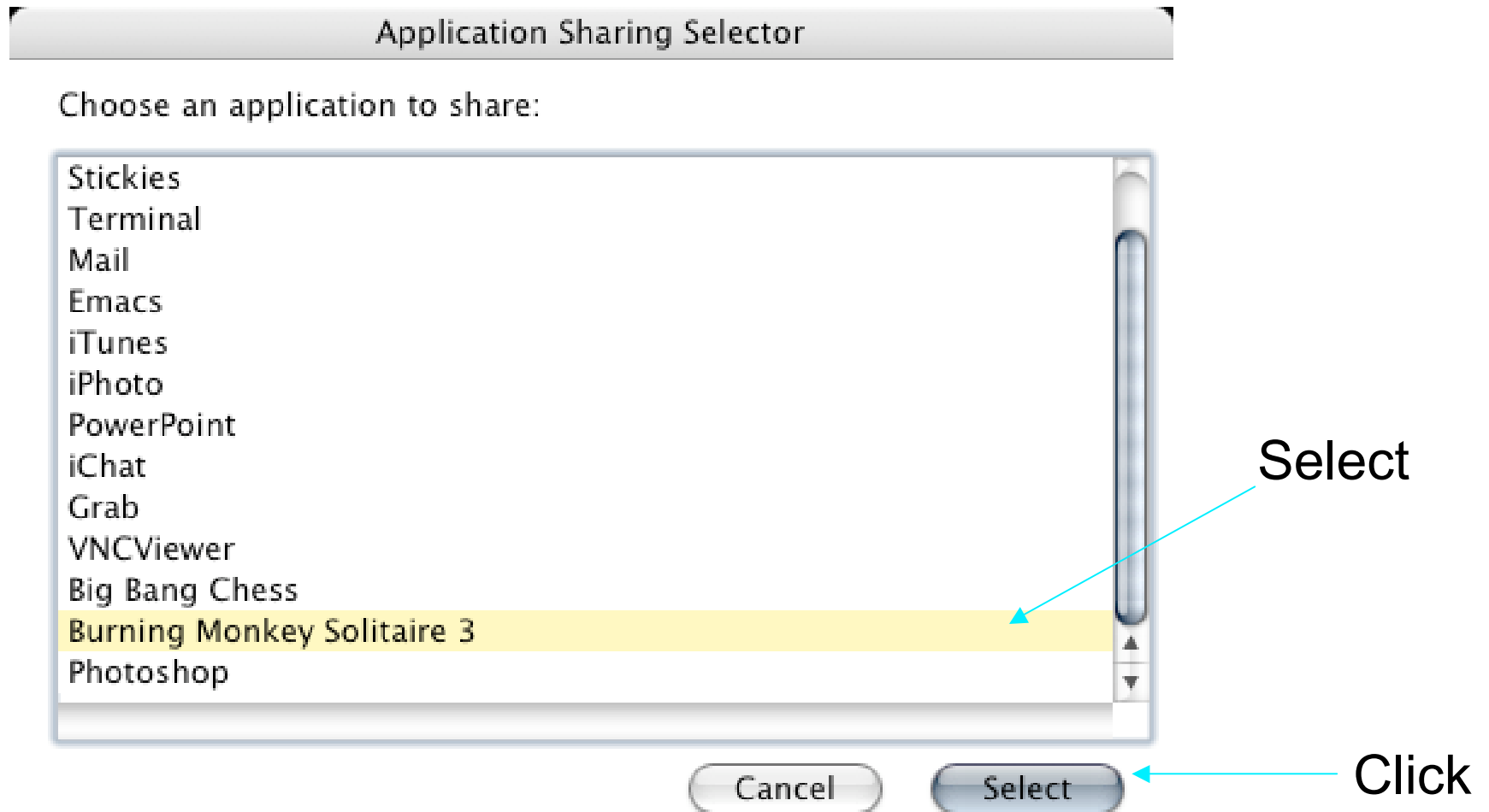
Presentation

Application Mode: Share App

Select



Choosing the Application



Sharing

- The “driver” sees the application
 - Use it normally
- The participants see the driver drive
 - Inside the MeetingPlace browser window
 - Cannot control, can only watch
 - Can annotate (draw, text, etc.)



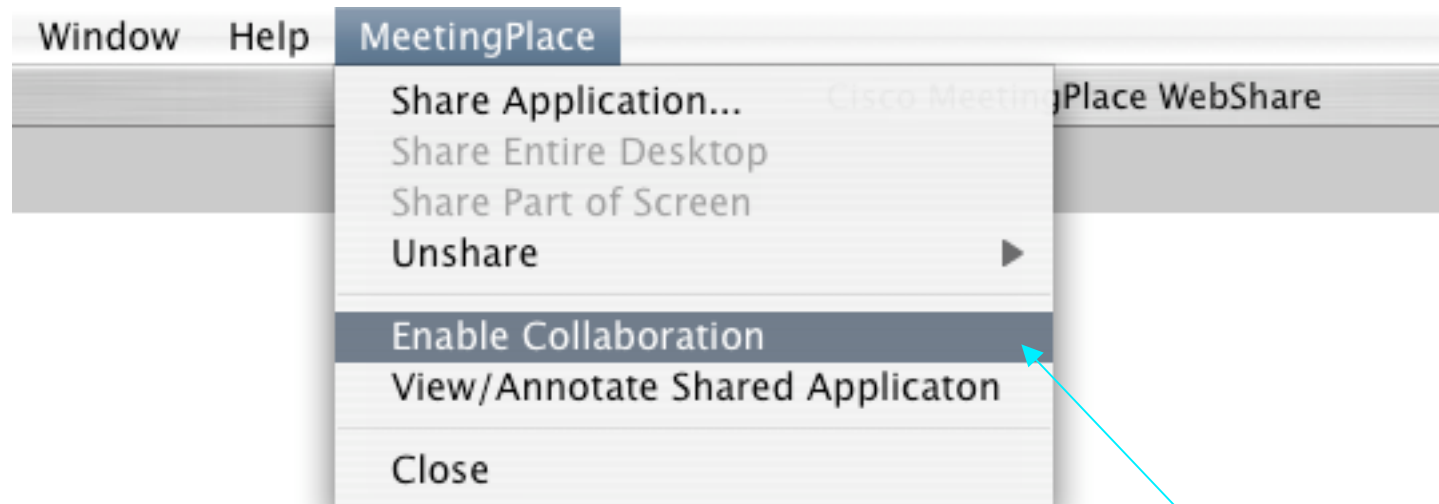
Screen Size Differences

- If you can't see all of the application
 - Drag mouse in MeetingPlace browser window
 - Center the application on screen
- Or ask driver to resize app window
 - If it's too large

Collaborating on an App

- Driver can choose to share control of application
- After collaboration enabled
 - Participants can become drivers
 - Press the Take Control button
 - One participant can be a driver
- Note
 - Person who launched application can *always* control it

Enabling Collaboration



Select

Taking Control

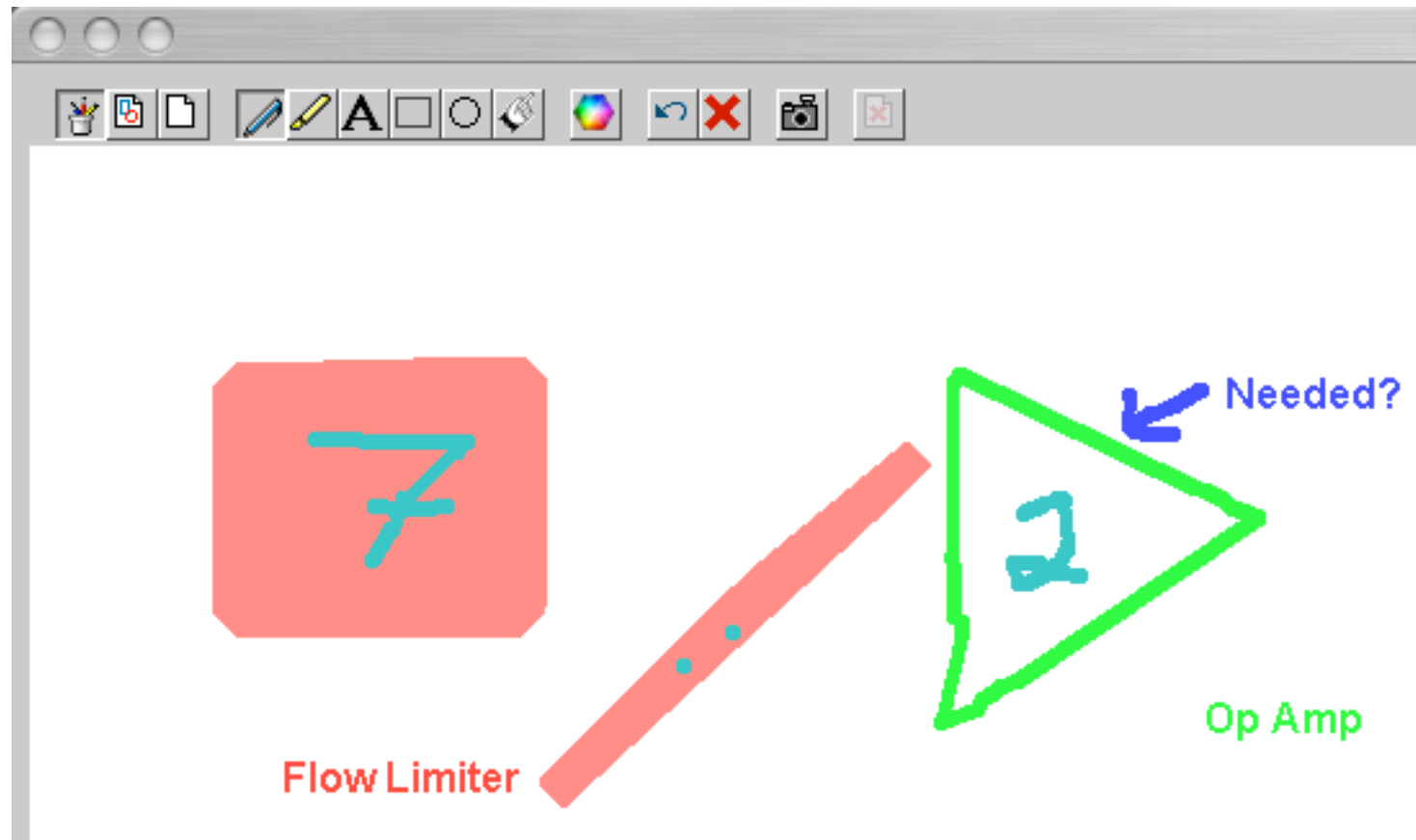
Press, at bottom of MeetingPlace browser window



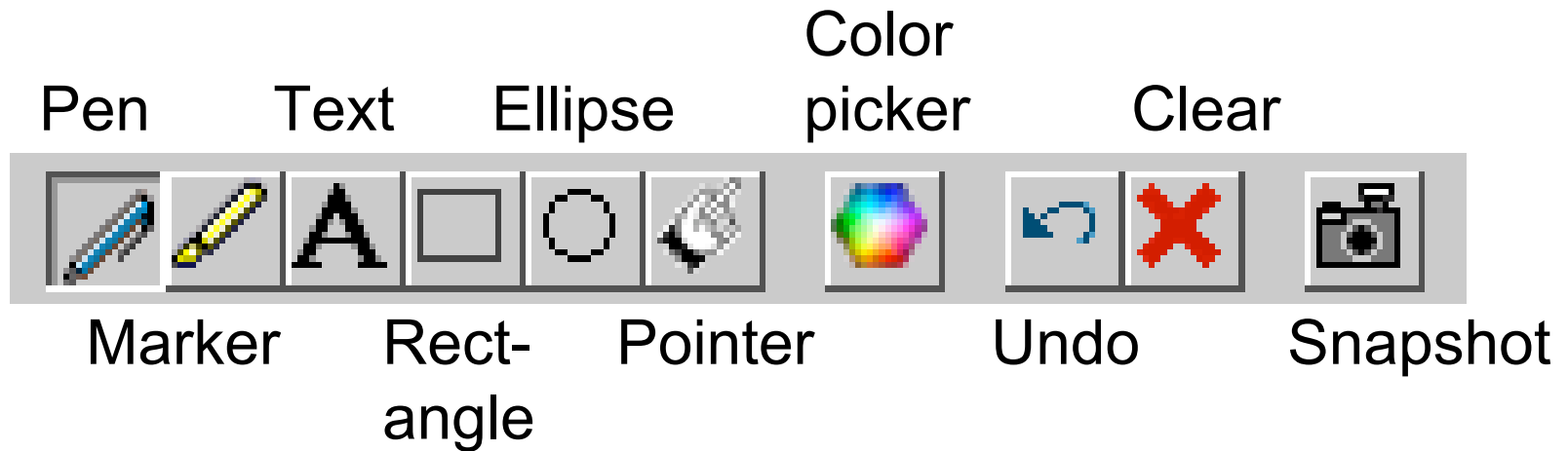
Whiteboard Mode

- Free-form drawing and text
- Multiple colors
 - Each person can pick his/her own color
 - Or use colors for different meanings
 - Etc.
- Anyone can draw at any time

Whiteboarding



Whiteboard Tools



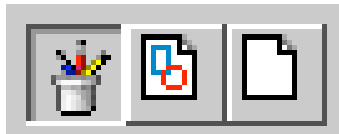
Snapshot

- Snapshot button saves the whiteboard
 - Adds to the presentation section
- View saved whiteboards in presentation mode

Presentation Mode

- Prior to meeting
 - Scheduler loads PowerPoint presentations
 - PowerPoint format only
- Mac OS X users beware
 - MeetingPlace does not support QuickTime images
 - Convert them to a Windows-friendly format

Presentation Mode Buttons



Annotate, view annotations, hide annotations



First, previous, next, last



Presentation picker

Annotations

- Whiteboard, app, and presentation annotations *are not saved*
 - Designate a meeting secretary to transcribe them or make screen shots

Scheduling a Meeting

- Requires a MeetingPlace account
 - Available only to JPL staff
 - User name: your JPL user name
 - Password: initially your badge number
 - Change it!
- Visit <http://meetingplace.jpl.nasa.gov>
 - Click “Sign In” and sign in
 - Then click “Schedule Meeting”

Use letters or numbers

Makes a private meeting

New Meeting

http://meetingplace.jpl.nasa.gov/mpweb/scripts/mpx.c Google

Welcome, Sean Kelly [Sign Out](#) [Account](#) [Help](#)

[Home](#) > [New Meeting](#)

Meeting Information

Meeting ID (optional)

Phone Dial-in

Meeting Password

Date ,

Time : (America/Los_Angeles)

Length (minutes)


of Callers


Meeting Type ☒ Open Forum ☐ Lecture Style

Record Meeting ☐ Yes ☒ No

Subject

Options

Attachments/Recordings (0) 

Meeting Options 

Upload
PowerPoint
files

Meeting IDs

- If you don't fill in a meeting ID
 - MeetingPlace will assign a random one
- Keep them short
- Make them mnemonic
 - Use “HIRISE” instead of 12345
 - MeetingPlace will map letters to numbers on dial pad

Meeting Announcements

- MeetingPlace will email participants when meeting is scheduled
 - Email looks like spam
- Instead, email your own announcement
 - Or use other scheduling facilities
 - iCal
 - Outlook
 - Etc.

Quick Reference Cards

- Wallet card
<http://meetingplace.jpl.nasa.gov/mpweb/scripts/WebHelp/QRC/WalletCard.pdf>
- Phone tips
http://meetingplace.jpl.nasa.gov/mpweb/scripts/WebHelp/QRC/QRC_Voice.pdf
- Web tips
http://meetingplace.jpl.nasa.gov/mpweb/scripts/WebHelp/QRC/QRC_43_WebConf.pdf

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